**Activity/Event Assessment and Action Plan (insert name of church)**

**(Insert activity or event name) (Insert date of activity or event)**

| **Risk ID** | **Identified safety risk** | **Likelihood level** | **Consequence level** | **Risk level (colour)** | **Action plan**  **(what we will do to further reduce this risk to an acceptable level)** | **Who is responsible** | **When** | **Emergency strategy**  **(what we’ll do if this risk becomes a reality)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Slips, trips and falls   * Trips/falls from obstacles, e.g. guide ropes, electrical cords * Slips/falls on wet or uneven ground   **Example line for fete/fair event** | C | 4 | H | * Inspection to be undertaken prior to the start of the event. * Obstacles to be removed where possible or secured (high visibility hazard tape to be used where necessary). * Particular attention to be paid to guide ropes (high visibility hazard tape to be used where necessary). First aider on site. | Bob Innes | Event date prior to start time | * Call first aider in charge. * Transport to emergency if required. * Fill in an incident report form. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |